Commonwealth of Massachusetts
Construction Supervisors License Continuing Education
On – Line Course Guidelines

Online program requirements:

➢ Allow students to resume the course where they left off if they wish to take the course over several sittings.
➢ Students are able to access their course 24 hours per day, 7 days per week.

Attendance:

➢ To ensure that students have the required clock hours of instruction, a program is required that will track the student's progress through the completion of the course.
➢ The system ought to prevent the student from skipping ahead. The course should have a prompt before advancing to the next section and interactive quizzes covering the topic for that section which entails he/she must sit for the allotted narration time.
➢ Course Completion Certificates will be supplied to the student for printing at completion of course. Required verbiage on Course Completion Certificate shall include, but not limited to:

  ✓ Attendees Name and CSL Number
  ✓ BBRS/CSL Continuing Education Course approval number along with the name of the course submitted to this office
  ✓ Coordinator name and Coordinator number
  ✓ Course Completion Date

Include with Application:

➢ A Syllabus / Course Outline must include a course description, the course learning objectives and a comprehensive outline of the course and the information to be covered.

➢ Provide a LOG-IN and PASSWORD so the online course can be reviewed at anytime.